OVER-THE-COUNTER (OTC) REVIEW OF PRE-CHECK APPROVED DESIGNS

Policy 07-02

Discipline: Structural

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A DSA Policy is a formally established set of governing statements based on law and code objectives, addressing any aspect of DSA's plan & construction review program that is not clearly addressed by code. Policy also may specify administrative or technical requirements that are not yet addressed within Title 24, but are deemed important and necessary to fulfill code objectives in advance of adoption into the code.

Purpose: This Policy clarifies the eligibility, limitations, and requirements under which the Division of the State Architect (DSA) will accept projects for "over-the-counter" (OTC) review utilizing approved Pre-check (PC) designs. This policy also clarifies requirements for OTC review of projects involving the relocation of relocatable buildings. Finally, this policy describes the process for requesting appointments, preparation of submittal documents and completion of the OTC review.

OTC reviews are limited to projects that can be completed in a two-hour, face-to-face meeting including project submittal, plan review and project approval.

Background: DSA offers OTC project review for eligible projects to expedite the review and approval process. The OTC process is primarily intended for single story relocatable buildings, and other simple projects, utilizing designs that have been "pre-approved" in accordance with Procedure 07-01, "Pre-Check (PC) Approval Process".

ELIGIBLE PROJECTS:

1 To be eligible for OTC review, a project must meet the eligibility requirements of this section, the applicable scope limitations described in Section 2 and the applicable suitability requirements of Section 3 below.

1.1 All drawings must be presented on the same size paper. Book-type specifications are discouraged as they may increase plan review time; DSA prefers that specifications be included on the drawings for OTC projects.

1.2 New construction projects (defined as "Construction of" on the DSA application form DSA-1) are limited to projects involving only simple buildings or structures for which a currently valid DSA PC approval exists. Examples of eligible structures include: One-story relocatable buildings, lunch/shade shelters, flag poles, and marquee signs. For structures without PC approval, contact DSA Regional Office prior to making an OTC appointment to determine if they will be eligible for OTC review.

1.3 Relocation projects (defined as "Relocation of" on the DSA application form DSA-1) are only permitted for the relocation of buildings for which the original building construction is compliant with project certification requirements of the Field Act.

1.3.1 Evidence of relocatable building compliance can be either the DSA final certification letter for the original project wherein the building was constructed, or a final verified report from the in-plant (RBIP) inspector and the welding inspector for the original construction of the buildings. See Policy 09-04 and the DSA Project Certification Guide for further information on obtaining certification for existing uncertified buildings. See Section D of Appendix A for additional requirements for relocation projects.

1.3.2 See IR 16-1, Section 5 for further discussion of the requirements for relocating buildings.

2. OTC PROJECT SCOPE LIMITATIONS: In addition to the eligibility requirements of Section 1 and suitability requirement of Section 3, each appointment for OTC review will be limited to a single application meeting the requirements of Sections 2.1 through 2.5.

Requested exceptions may be granted at the discretion of DSA; the client shall call the DSA plan review supervisor to discuss the scope of the project and obtain authorization prior to scheduling an OTC appointment.

2.1 A maximum of three sites (all within the same school district).

2.2 One type of single-story building, or a single type of non-building structure, for which a PC design has been approved by DSA. Two-story buildings are not permitted for OTC review. Accessories to buildings such as ramps and landings, are permitted.

2.3 If fire sprinklers are included in a building, the scope of the project shall be limited as follows:

2.3.1 A maximum of a single relocatable structure, on a single site. Projects with up to three relocatable structures on a single site can be reviewed in sequential appointments (one appointment per building) as long as the structures are designed with separate risers without being interconnected.

2.3.2 PC building sprinkler systems designed for occupancies other than "light hazard" are prohibited.

2.3.3 Building use shall be limited to administration, assembly or classroom use without special hazards. Any variation of use which may affect the sprinkler hydraulic design shall be prohibited. (Prohibited uses include, but are not limited to, stages, science labs, vocational shops, library book-stack areas, and campus kitchens.)

2.3.4 Fire sprinkler system drawings intended for general bid shall be signed and stamped by a California registered mechanical engineer or fire protection engineer.
These requirements also apply if the building is subsequently moved to a new location.

Exception: Fire sprinkler system drawings may be signed by a California licensed "C-16" contractor when that same contractor will install the system, **including but not limited to the riser for the building to be installed at each specific project site.**

Drawings must include a note, worded as per DSA Procedure 07-01, Section 4.2.4.1. This note carries the name of the C-16 contractor, states that California law provides that fire sprinkler systems designed by a C-16 must be installed by that contractor.

If a system designed by a C-16 contractor is installed by a different contractor, then the design and the installation is invalid, rendering DSA's approval of the project and any subsequent certification invalid.

If any part of a system (including the riser) will be installed by a different contractor, responsibility for the entire system (including riser) must be accepted by a registered California mechanical engineer or fire protection engineer, who indicates acceptance of responsibility by signing and stamping the fire sprinkler drawings.

Signed stamped drawings must be submitted to DSA and approved prior to proceeding with construction.

2.3.5 Provide a site specific Fire Flow letter of certification from an approved water purveyor or Local Fire Authority. Water supply shall be designed for 110% of the PC sprinkler design requirements unless justification is submitted to DSA from the local water purveyor or local fire authority that fire flow data has been tested at system peak usage.

2.3.6 DSA reserves the right to refuse to review the project over-the-counter if all information required in the Project Submittal Guideline for Automatic Fire Sprinkler Systems (GL-1) is not provided.

2.4 When fire sprinklers are not included, a maximum of four structures per OTC appointment are permitted.

2.5 Site work is limited to work directly related to the installation/relocation of the structures and to improvements eligible for exemption from both SS/FLS and Access Compliance review as listed in Appendix A of IR A-22.

3. SITE SPECIFIC PC BUILDING/STRUCTURE SUITABILITY: Verify that the site specific use of the PC drawings fall within the design parameters for which the PC was approved. Such parameters include:

3.1 Structural:

Exception to the following: When buildings constructed and certified to previous building codes are relocated, the design parameters for the new site listed in sections 3.1.1 through 3.1.5 shall be within the limits indicated on the original design and based upon the previous building code under which the building was constructed and certified. If the limits are exceeded, then the building shall be analyzed and rehabilitated as necessary in accordance with current Code for the increased loading per Title 24, Part 1, Section 4-309(c) and is not eligible for OTC review. See IR 16-1 for further information.

3.1.1 Floor and roof design loads (including snow loads when applicable),

3.1.2 Wind Design: Wind speed (3 second gust), Wind Exposure Factor, Topographic Factor ($\mathbf{K_{zt}}$) and Wind Importance Factor, etc. Note, relocatable buildings constructed and certified based on the 2001 CBC and earlier Codes may be relocated without analyzing the building for the topographic wind load factor ($\mathbf{K_{zt}}$).

3.1.3 Seismic Design: Seismic Design Category, Seismic Importance Factor, Site Class, Ss, Sds, etc.,

3.1.4 Soils and Geotechnical: A geotechnical investigation must be conducted in accordance with CBC Section 1803A and reported as required in Section 1803A.7 (see exception in Appendix A, Item C3). The design architect or structural engineer in general responsible charge must verify that the geotechnical report indicates that all soils related parameters exceed the minimum design requirements identified on the PC documents including but not limited to allowable soil pressures, surcharge, down-drag, and effects due to high-water table, etc. as applicable.

3.1.5 Geologic Hazard Report (Engineering Geologic Report): A geologic hazards investigation must be conducted in accordance with CBC Section 1803A.6 and IR A-4. The design architect or structural engineer in general responsible charge must verify that the geologic hazard report identifies no site related geologic

hazards which would preclude the use of the PC design at the site including but not limited to, liquefaction potential, landslide, flooding, earthquake faulting, etc.

3.2 Fire and Life Safety:

3.2.1 Fire Hazard Severity Zone per Title 24, Part 2, Chapter 7A,

3.2.2 When fire sprinklers are included, water pressure and flow rate available at the site, etc.),

3.2.3 Required frontage to justify building area increases, and minimum setbacks.

3.3 Energy/climate zone: See IR N-1: Pre-check (PC) Designs – Energy Compliance Review.

4. SITE SPECIFIC REQUIREMENTS: Construction documents shall include site specific plans and details as well as the relevant PC drawings.

4.1 Options and variations are often described in the PC documents. The specific options and variations chosen for the project must be clearly defined.

4.2 The PC sheet index shall be modified to show only those sheets that are part of the submittal.

4.3 Projects incorporating drawings from more than one PC shall have duplicate sheet numbers modified to avoid duplication.

4.4 Cross out all prior site specific project approval stamps including the DSA PC approval stamp.

4.5 Obtain site plan approval from the local fire authority.

4.6 See IR A-4 for geologic hazard report requirements.

4.7 For projects where existing relocatable buildings are being relocated, the following note shall be added to the drawings:

"**Deterioration or Existing Non-Compliant Construction:** If any condition is discovered which, if left uncorrected, would make the building non-compliant with the requirements of the edition of the CBC in force at the time of original construction, the condition must be corrected in accordance with current code requirements. A change order, or a separate set of plans and specifications detailing and specifying the required repair work shall be submitted to and approved by DSA before proceeding with the repair work."

5. CHANGES TO PC DOCUMENTS: Changes to code regulated aspects of the PC documents are not permitted. Inconsequential changes not affecting structural, accessibility, or fire/life safety aspects of Code regulated construction may be made to the extent that they can be reviewed within the two-hour OTC time frame. Such changes shall be clouded on the PC drawings and signed and stamped in accordance with IR A-18, Section 2.

6. OTC APPOINTMENTS: DSA schedules OTC reviews by telephone only. To request an appointment for an OTC review, please call the receptionist at the appropriate DSA Regional Office, as listed below:

Oakland	(510) 622-3101
Sacramento	(916) 445-8730

Los Angeles	(213) 897-3995
San Diego	(858) 674-5400

6.1 If a scheduled appointment cannot be kept, DSA must be notified at least one week in advance.

6.2 If project architect, structural engineer, or their authorized representative is late the OTC appointment is subject to cancellation by DSA.

6.3 Any applicant who repeatedly violates Section 6.1 or 6.2 above may lose his or her privilege to use the OTC process.

6.4 If any required document (see Section 7 below) is incomplete or missing from the OTC submittal package, the OTC appointment is subject to cancellation by DSA.

6.5 Clients will not be allowed to substitute one project for another once the intake review has been initiated.

6.6 Transferring or trading OTC plan review appointments between clients, architects, or engineers will not be permitted.

6.7 A large single application cannot be broken up into multiple appointments. This type of project will be reviewed as a regular project.

7. REQUIRED MATERIALS/INTAKE REVIEW: The architect or structural engineer in charge shall prepare an OTC package that incorporates all the required documents listed on the Project Submittal Checklist (form DSA-3) and the OTC Package Checklist in Appendix A of this Policy. Form DSA-3 and the OTC Package Checklist shall be submitted at the time of the appointment.

7.1 Prior to the start of OTC review, an intake review of the submittal will be performed to assure that the all required material is provided, to determine if the project can be reviewed as an OTC and, to determine if the review can be done within the recommended two-hour time limit.

7.2 If DSA determines that the project cannot be reviewed within two hours (e.g. required materials are missing, site drawings are very complicated, changes from the PC approval are proposed) the OTC appointment will be terminated.

7.3 When DSA determines that there is sufficient information to commence the plan review process and estimates that the review time required will exceed two hours the project will be accepted as a regular plan review project.

8. OTC FEE SCHEDULE: Fees are calculated based on estimated cost, actual cost of contract, and change orders. Fees for OTC projects are identical to those for any other project submitted to DSA.

Use the DSA online fee calculator to calculate the required fees. For "Project Type" field, click on the drop-down button and select "School (K-12)." For projects that only need access reviews, select "Access Compliance." Then key in the cost information. Estimated cost must include total construction cost and all site work.

See DSA fee calculator at: https://www.apps.dgs.ca.gov/tracker/FeeCalculator.aspx

Appendix A - OTC Package Checklist

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A.	**Administrative Documents**	
1	☐	Complete application (Form DSA-1). Carefully verify all design parameters before checking appropriate boxes in section 27 (supporting documentation may be requested to verify site conditions).
2	☐	**Application fee:** Estimated cost must include building/structure and all site work. The cost of the building/structure need not be included if the building/structure is being relocated within the same school district. See Section 8 above for fee schedule.
3	☐	For K through 12 schools, the Project Tracking Number (PTN) for coordination with the Office of Public School Construction (OPSC). To obtain a PTN number visit: http://www.applications.opsc.dgs.ca.gov/ProjNumGen/Proj_Track_Home.asp.
4	☐	A copy of this completed checklist and a completed copy of the DSA Project Submittal Checklist (Form DSA-3).
5		Complete "Record Set Handling Instructions" (Form DSA-145) and a copy of the drawing sheet index on 8 ½" x 11" paper.
B.	**Drawings**	
1	☐	**Site Drawings (including all non PC drawings):** One signed set of drawings, and one check set/print copy (additional check sets may expedite review; check with the regional office), of site drawings showing building/structure locations, foundations, utility hook-ups, accessible path-of-travel, etc. The architect or structural engineer in charge must sign all site drawings.
2	☐	**Applicable Building/Structure (PC) Drawings:** One signed set of drawings, and one check set/print copy (additional check sets may expedite review; check with the regional office) of building/structure drawings which are exact duplicates of Item B3. The architect or structural engineer in charge must either sign all drawings or sign a statement of general conformance verifying that he or she has reviewed the building/structure drawings and that they are appropriate for use (see IR A-18). For PC drawings with multiple options, the selected options shall be clearly indicated.
3	☐	**PC Comparison set:** One complete set of DSA approved PC drawings and specifications (see Procedure PR 07-01) for an identical building/structure to be used as a "comparison set".
4	☐	If the project has more than four buildings on one site (as accepted and described in Section 2.4 above), an electrical engineer must be identified on the application (form DSA-1) and shall be responsible for the site electrical design. The electrical engineer shall sign all electrical site drawings.
C.	**Support Documents**	
1	☐	Calculations for all work not included on PC drawings.
2	☐	Geologic hazards report (when required per Section 3.1.5 above) with approval letter from the California Geologic Survey (see IR A-4).
3	☐	Geotechnical (Soil) report/letter. **Exception**: A soils report may not be required at the discretion of DSA when both of the following conditions are met: • The project includes only one-story, wood-frame or light-steel-frame buildings of Type II or Type V construction and less than 4000 square feet in floor area, and • Foundations are designed based on a soil-bearing pressure of 1,000 psf or less for wood foundations (or 1500 psf or less for concrete foundations) and a lateral passive pressure of 100 pcf or less.
4	☐	Signed and stamped Statement of Structural Tests and Special Inspections (Form DSA-103). This form should match the appropriate example form included on the PC drawings for the options utilized. Example forms on the PC drawings must be crossed out or removed from the construction documents prior to approval.
5	☐	When changes have been made to the PC drawings, one (1) set of PC structural calculations for reference.
D.	**Relocation Projects:** Provide the following to verify the existing buildings are in compliance with DSA requirements. Also see IR 16-1.	
1	☐	Application number from the previous project where the building/structure was originally constructed.
2	☐	Module number(s) or serial number(s) from the building(s).
3	☐	The design professional in responsible charge shall verify by appropriate means, subject to DSA approval, and submit a letter certifying that the building conforms to the originally approved plans and specifications and has not suffered structural deterioration or been structurally altered.

E.		**Fire, Life, and Safety (FLS) and Energy:**
1	☐	Provide fire flow information per DSA Policy 09-01.
2	☐	Code analysis per CBC Chapter 5 and site egress analysis per CBC Chapter 10 to safe dispersal area or public way for all existing buildings within 30 feet of the proposed building/structure location. (See Item B1 above)
3	☐	For projects to be funded, in whole or in part, by the Leroy F. Greene School Facilities Act of 1998 (i.e. box 16 on application form DSA-1 is marked "yes"); buildings must be identified on plans as permanent or temporary (3 years or less) as defined in CBC, Chapter 2. Temporary buildings may have a manual fire alarm system if located at least 20 feet from other permanent buildings.
4	☐	Details and back-up information for the fire alarm system as applicable.
5	☐	A letter signed by the architect or engineer in general responsible charge identifying the climate zone for the project site(s) and stating that the PC has been designed for that climate zone.